



Office of the City Clerk

Weekly Report - for Week Ending July 18, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

CompStat Meetings - The department completed the fourth series of CompStat meetings for each Division. The meetings are currently held monthly for each division.

City Elections - Minimum Wage Ordinance Petition - Proponents filed a request for an Official Title and Summary for a minimum wage increase initiative ordinance. The request was forwarded to the City Attorney's Office on July 11. The City Attorney has 10 calendar days to provide the Official Title and Summary, which must be placed onto the initiative petition.

City Elections - Election Reform Commission Report - On July 15, staff meet with the Office of the City Administrative Officer, Office of the City Attorney, and the Office of the Chief Legislative Analyst to discuss next steps on the report back to the Rules, Elections, and Intergovernmental Relations Committee.

City Elections - The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 413 applicants.

City Elections - Portable barcode scanners and a scanning program developed by the Systems Division were issued to the Elections staff for testing in the field. This system will be used to track incoming and outgoing supplies, equipment, and ballot boxes in the field for improved efficiencies and status information.

City Elections - On July 15, staff attended the 2014 California Association of Clerks and Election Officials annual conference.

Preparations for the August 12, 2014 LAUSD, Board District 1 Runoff Election:

- On July 14, staff mailed of 93,018 permanent Vote-By-Mail ballot packets.
- In person voting at the Office of the City Clerk - Election Division began on July 14. As of today, no votes were cast.
- On July 15, English and Spanish Official Sample Ballots were mailed to voters in LAUSD, Board District 1. On July 16, all other non-English Official Sample Ballots were mailed.

Publication Hearing Notices - Staff are currently working with City Attorney to determine publication requirements and to identify opportunities and alternatives for reducing publication costs.

Council and Public Services:

Number of Ordinances Posted/Published	13
Number of Contracts Attested	63
Number of Council Files Created	14
Number of Claims Received	79
Number of Referrals	23

Neighborhood and Business Improvement Districts - Staff continue to review Management District Plans, Engineer's Report, and Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

TOP ITEMS

- *Staff prepares for LAUSD, Board District 1 Runoff Election*
 - *2015 Municipal Election recruitment for as needed employees continues*
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On July 16, 2014, a meeting was held with the consultant for the proposed Central Avenue Business Improvement District.

City Archives - Microfilm Conversion of Council Minutes - Staff are in the process of drafting a new agreement with the vendor to continue the conversion of microfilm in fiscal year 2014/15. This is on the Mayor's Metrics.

City Records Research Requests - The Controller's Office has been researching the City's financial position on several past Community Development Department and Community Redevelopment Agency projects. A citizen has been researching the early zoning and ownership of the area around Del Rey Lagoon in Playa Del Rey.

Fiscal - Staff transmitted the completed reversion worksheet to the Controller for City Clerk and Mayor, submitted the annual intangible asset report to the CAO, and worked with the Controller in resolving a discrepancy in CAP 37.

General City Purposes - Staff submitted the GCP end of year reversion worksheet and fund rollover worksheet to the Controller.

AB1290/Council - Staff is in the process of closing out five (5) AB1290 contracts, establishing two (2) new contracts and processed eight (8) payment requests. Additionally, staff submitted the City Council reversion worksheet and fund rollover spreadsheet to the Controller.

Personnel - Staff conducted workplace violence training for CD 3 and 13 staff, audited all salary adjustments made for pay period 1 for Council and Mayor as a result of the 15 step conversion process and related step increase, and collaborated with City Personnel workers compensation staff related to a City Clerk employee claim.

ISSUES

Primary Virtual Server Failure - On Sunday, July 13th, the Air Conditioning in the City Hall Server Room failed causing the department's primary server to automatically shut down after reaching high temperatures. The automatic failover and server redundancy systems, which the Systems Division has in place, prevented any outage or impact to operations.

UPCOMING....

Teleconference with the City Attorney and the LA BID Consortium Chair - A meeting is planned to discuss delinquent State BID assessments and the need for City Attorney assistance.

Claims Against the City Process Improvements - A meeting with City Attorney's Risk Management Advisory Committee is scheduled for August to present our proposal to accept electronic signatures on Claims Against the City.

Records Off-Site Storage Request for Proposal (RFP) - A mandatory pre-proposal meeting will be conducted on July 23rd for all interested respondents to the RFP.

City Elections - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 is scheduled for Tuesday, August 12, 2014.

Council in Recess - The City Council is in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.